

To add elements to a chart, do one or more of the following on the Chart Elements page (Figure 77):

- Enter a title and subtitle (if desired) in the *Title* and *Subtitle* text boxes.
- Enter names to be used in the *X axis* and *Y axis* text boxes. The *Z axis* text box is only active if creating a 3D chart.
- Select the **Display legend** checkbox (turned on by default) and choose where to display the legend – **Left**, **Right**, **Top**, or **Bottom**. The names in the legend are the data series names. Specify the names in the *Range for Name* field on the Data Series page.
- Under *Display Grids*, select the **Y axis** or **X axis** check boxes to display horizontal or vertical grid lines. For some charts, the axis grids are displayed by default. Grids are not available for pie charts. The **Z axis** checkbox is only active when creating a 3D chart. For further information about grids, refer to Grids on page 139.

### Note

While clicking **Finish** closes the Chart Wizard, the chart remains in edit mode, indicated by gray borders, and can still be modified. Click outside the chart in any cell to exit the edit mode.

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## Using the Sidebar to change chart settings

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The Properties deck of the Sidebar (Figure 79) makes some basic options readily available for specifying the appearance of charts. To open the Sidebar, first click outside the chart to deselect it, then go to **View > Sidebar** on the Menu bar or press *Ctrl+F5*. By default, the Sidebar opens on the right side of the screen.

The contents of the Sidebar depend on whether the chart is selected or is in edit mode. The Sidebar on the left in Figure 79 shows the Properties deck when a chart is selected (by clicking on it once). When a chart is in edit mode (by clicking on it twice), the Properties deck on the right in Figure 79 appears.

### Tip

If you follow the directions above and the Properties deck of the Sidebar does not appear, click the **Properties** icon on the upper right of the Sidebar.

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The options available on the Properties deck of the Sidebar are also available elsewhere. They may be found in the Menu bar, the Formatting toolbar, or context menus (made available by right-clicking a chart element).

### Note

The Sidebar can be quite useful. However, because the options are easy to see and are available elsewhere, further references to it are not included in this chapter.

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